

## Planning Commission

**Legislative Reference:**

**State:** CGS 8-18 through 8-30a.

**Town:** previously in 1987 Charter Sec. 5.8.

**Other Bylaws and/or Rules of Procedure:** 2002 Plan of Conservation and Development.

**Type:** Statutory and permanent.

**Geographic Responsibility:** Town but not City (City has a Planning & Zoning Commission)  
nor Groton Long Point nor Noank (except subdivision approval).

**History:** Established through passage of Ordinance on June 14, 1956 entitled "An Ordinance adopting Zoning and Planning and Creating a Zoning and Planning Commission and a Zoning Board of Appeals." Amended by Ordinance #38 to include the Mystic Fire District.

**Powers and Duties:**

**General:** As indicated in Connecticut General Statutes in numerous sections.

**Specific:** The commission shall prepare a plan of development for the Town, and review it at least once every 10 years. (CGS 8-23) The commission may make a report on certain town improvements. (CGS 8-24) The commission shall adopt regulations covering the subdivision of land, and no subdivision shall be made until approved by the commission. (CGS 8-25) Other duties as indicated in General Statutes.

**Appointing Authority:** Town Council. (1987 Charter 5.8)

**Term of Office:** Five (5) years, staggered. (1987 Charter 5.8)

**Membership:**

**Number:** Five (5) members, three (3) alternates. (1987 Charter 5.8)

**Requirements:** Resident electors of the Town. (Charter 5.8) May not hold salaried Town office. (CGS 8-19) Alternates shall not be members of the zoning commission or zoning board of appeals. (CGS 8-19a)

Town employees may not serve on inland wetlands, land use, planning, zoning commissions. (CGS 7-421(e)).

**Meeting Schedule and Location:** Second and fourth Tuesdays of each month at the Town Hall Annex.

**Staff:** Office of Planning and Development Services (OPDS), Planning Department.

**Records:** Located in the Office of Planning and Development Services.

Agendas and minutes, subdivision regulations, and Plan of Conservation and Development are also on file in the Town Clerk's office.

**Further information:**

The commission shall elect a chairman and a secretary from its members and shall adopt rules for the transaction of business. It shall file an annual report with the Town Council. (CGS 8-19)

The town manager, town engineer, and director of public works shall be members without voting privileges. (CGS 8-19) Alternates may attend all meetings and executive sessions of the commission. (CGS 8-19a) There shall be a manner of designating alternates to act. (CGS 8-19a)

OPDS/Planning: 446-5970.